

TERMS AND CONDITIONS

ASEAN INSTITUTE FOR PEACE & RECONCILIATION (ASEAN-IPR)

PUBLICATION OF ASEAN PEACE POEMS

Guidelines for Writers

Status of these terms and conditions

- By submitting poem(s) to ASEAN-IPR, writers confirm that you have read and agree to these Terms and Conditions.

Eligibility

- The competition is open to all citizens of ASEAN Member States aged 15 years and above at the time of entry. The participation of the youth would be most welcomed.
- The ASEAN-IPR encourages all ASEAN nationals to participate with no discrimination.

Entry specifications and requirement

- Possible themes of peace: peacekeeping, peacebuilding, peace education, conflict reconciliation, culture of peace, moderation, climate security, gender equality, youth participation and empowerment, humanitarian relief, natural resources, environment/mother earth
- The Poems submitted can be in the following languages:
 - English
 - One of the ASEAN national languages (however, this submission MUST ALSO SUBMIT the English translation).
- The use of language should be clear and coherent without grammar and spelling mistakes.
- All poems must have a title and must not exceed 50 lines in length (excluding title, short epigraph, short dedication, etc).
- The poem(s) must be an original piece without infringement of copyright and must not be plagiarised materials. Poems submitted may not be creations previously published for commercial purposes.
- For the purpose of anonymity during the selection process, the writer's name should not appear anywhere in the text of the entry or anywhere else in the document, such as in headers, footers, or in any other place that will be visible on-screen to the judges.

How to enter

- Poems may be submitted from 22 September 2021 until 15 October 2021, at midnight, Jakarta time (GMT+7). The selected poems will be notified on 8 November 2021.
- Submission is done through completing an online form, accessible through the following: <https://bit.ly/ASEANIPRPeacePoemsSubmission>. Please complete all necessary fields.
- The poem(s) must be submitted as a Microsoft Word file (.doc or .docx), or as a PDF file (.pdf), with the following format for file name: **“Country Code – Writer’s Name”** (for example: ID – James John; PH – Jane Doe). Other electronic file formats shall not be accepted.
- Each individual may submit up to three poems for consideration. Under no circumstances can alterations be made to poems once entered.
- Multiple poems should be submitted through one form, with different files. Multiple form submissions are not allowed.
- Writers may receive a token of remuneration should their work be selected for publication.

Copyright, liability, and privacy

- All related intellectual property rights arising belong to the writers. Copyright of the submitted poem(s) remains with the writers.
- By entering, all poems license ASEAN-IPR a worldwide, royalty-free, irrevocable, and perpetual license to publish and use the poem(s) on the ASEAN-IPR website, social media, or elsewhere in other mediums, such as audio-visual, public recitation, or hard-copy (i.e., print).
- The poem(s) submitted must not violate any laws of any country or infringe upon another party’s trademark, copyright, or other intellectual property rights.
- Submission to other competition and/or publications at any time during the period that the poems are being considered is not allowed. Poem(s) will be automatically ineligible if it is under contract to any publisher or is in any other way liable to be made public.
- By submitting the poem(s), writers guarantee that the personal information provided in the registration form is accurate. Personal information will only be used in administering the competition and for related publicity purposes. By providing this information, you are giving your irrevocable consent for it to be used for this purpose.

Selection Process by the ASEAN-IPR Secretariat

- The initial selection process (to assess whether the submission received fulfills the minimum requirements) will be done by the ASEAN-IPR Secretariat team.
- The ASEAN-IPR Secretariat will engage a panel of experts to determine the final list of selected poems for publication. The criteria for selection will be developed in consultation with this panel of experts.
- Up to 25 poems may be selected for publication.
- Selected poems will be published in an ASEAN-IPR Publication of Peace Poems. The publication will be made available offline (printed) and online for free access.